BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Extended Diploma in Business and Hospitality
Unit number and title	**Unit 11: Human Resources**
Learning aim	**C**: Examine how effective recruitment and selection contribute to business success
Assignment title	Recruiting for success
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	The editor of the student newspaper has asked you to contribute to the next edition with a follow up article on recruitment. You are to investigate a selected large business that have 250 or more employees. You can use the same organisations you looked at in assignment 1 or any business that has a transparent easily accessible recruitment system. You will use your research to write a report that critically examines the effectiveness of the recruitment and selection processes used. You can choose any large business, such as your work placement, where you have a part time job.

Task	You will need to research a number of large businesses of 250+ employees to choose one to write about. Using your research, write a report that critically evaluates the recruitment and selection processes, drawing reasoned conclusions on how these processes contribute to the success of the business. The report should: • Include a synopsis of the business, to include the scope of its business activities and its size • demonstrate an understanding of the reasons a business may need to recruit staff, remembering recruitment can be both internal and external • demonstrate understanding of the different recruitment methods and why these are used • consider the contribution of external bodies to the recruitment and selection process • discuss the purpose of the different documents used in the recruitment and selection process, and there impact on effective recruitment • consider the cost effectiveness of different approaches to reviewing applications • review of how the business assesses and selects the successful applicants, considering both the strengths and weaknesses of the processes • include the ethical and legal considerations the organisation must consider when recruiting new employees, or selecting existing

	employees for training or promotion. Your report will come to a conclusion that assesses the performance of the different methods of recruitment and selection are important to the success of the business. You will also consider the problems that impact on the business resulting from ineffective recruitment and staff shortages, or from the selection of unsuitable employees. All conclusions will be fully justified by well-balanced, developed arguments, and be supported by good use of research evidence collected.
Checklist of evidence required	● Evidence of research into the recruitment and selection processes of several large businesses of 250+ employees ● An individual report that evaluates the recruitment and selection processes in a large business of 250+ employees.

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
11/C.D3	Evaluate the recruitment and selection processes used in a large business organization and how they contribute to the success of the business
11/C.M3	Analyse the importance to business performance of different recruitment and selection methods and processes used in a large business organisation
11/C.P6	Explain how and why a business organisation adheres to recruitment processes that are ethical and comply with current employment law
11/C.P5	Explain how a large business recruits and selects human resources giving reasons for their processes
Sources of information to support you with this Assignment	**Websites** **https://www.cipd.co.uk/knowledge** Above are some examples of websites. Further useful resources may be found at: **https://qualifications.pearson.com/en/support/published-resources/about-course-materials.html**
Other assessment materials attached to this Assignment Brief	N/A